

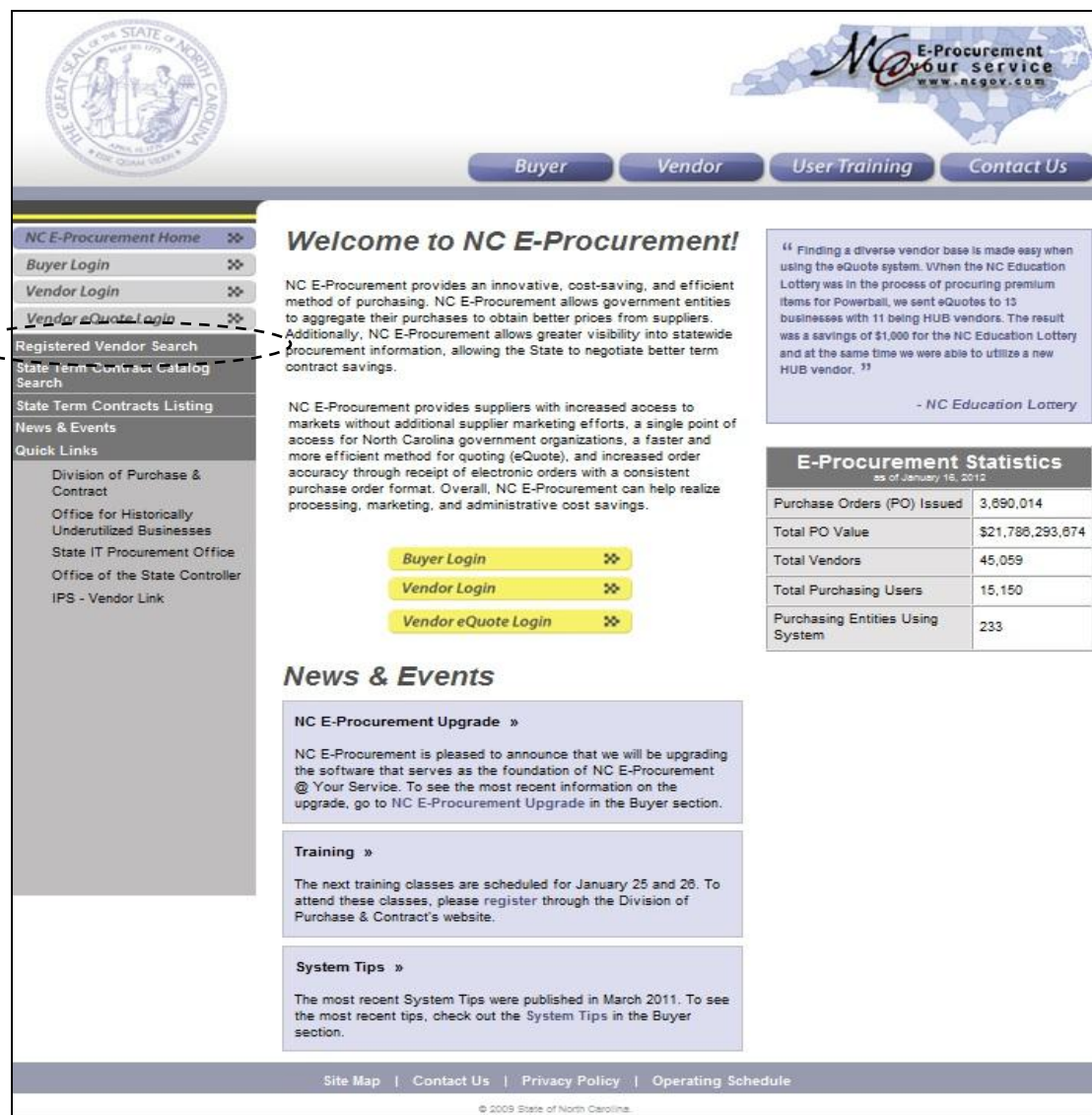
I. Introduction

This guide will provide detailed steps to verify registration status of vendors and distributors on the Statewide Vendor Registration site. Vendors with authorized distributors are responsible to verify that their distributors are registered. Once registration is complete, please allow 2 hours for the registered vendors/distributors to be visible in the system.

NOTE: Per North Carolina State Term Contract requirements, only vendors and distributors registered with the Statewide Vendor Registration site are eligible to receive purchase orders. Both vendors and distributors are required to register within two (2) business days of notification of contract award.

II. Verify Registration Status

1. Navigate to: <http://eprocurement.nc.gov/>
2. On the left side of the page, click 'Registered Vendor Search'.



NC E-Procurement Home »

Buyer Login »

Vendor Login »

Vendor eQuote Login »

Registered Vendor Search »

State Term Contract Catalog Search »

State Term Contracts Listing »

News & Events »

Quick Links

- Division of Purchase & Contract
- Office for Historically Underutilized Businesses
- State IT Procurement Office
- Office of the State Controller
- IPS - Vendor Link

Welcome to NC E-Procurement!

NC E-Procurement provides an innovative, cost-saving, and efficient method of purchasing. NC E-Procurement allows government entities to aggregate their purchases to obtain better prices from suppliers. Additionally, NC E-Procurement allows greater visibility into statewide procurement information, allowing the State to negotiate better term contract savings.

NC E-Procurement provides suppliers with increased access to markets without additional supplier marketing efforts, a single point of access for North Carolina government organizations, a faster and more efficient method for quoting (eQuote), and increased order accuracy through receipt of electronic orders with a consistent purchase order format. Overall, NC E-Procurement can help realize processing, marketing, and administrative cost savings.

Buyer Login »

Vendor Login »

Vendor eQuote Login »

News & Events

NC E-Procurement Upgrade »

NC E-Procurement is pleased to announce that we will be upgrading the software that serves as the foundation of NC E-Procurement @ Your Service. To see the most recent information on the upgrade, go to NC E-Procurement Upgrade in the Buyer section.

Training »

The next training classes are scheduled for January 25 and 26. To attend these classes, please register through the Division of Purchase & Contract's website.

System Tips »

The most recent System Tips were published in March 2011. To see the most recent tips, check out the System Tips in the Buyer section.

E-Procurement Statistics
as of January 18, 2012

Purchase Orders (PO) Issued	3,690,014
Total PO Value	\$21,786,293,874
Total Vendors	45,059
Total Purchasing Users	15,150
Purchasing Entities Using System	233

Site Map | Contact Us | Privacy Policy | Operating Schedule

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- At the middle of the page, select **'Search for Registered Vendors'** (This will direct you to the **'Vendor Search'** tool).



The screenshot shows the NC E-Procurement website interface. At the top left is the Great Seal of the State of North Carolina. To its right is the 'NC E-Procurement your service www.ncgov.com' logo. Below these are four buttons: 'Buyer', 'Vendor', 'User Training', and 'Contact Us'. On the left side, there is a vertical menu with the following items: 'NC E-Procurement Home', 'Buyer Login', 'Vendor Login', 'Vendor eQuote Login', 'Registered Vendor Search', 'State Term Contract Catalog Search', 'State Term Contracts Listing', 'News & Events', and 'Quick Links'. The 'Quick Links' section includes: 'Division of Purchase & Contract', 'Office for Historically Underutilized Businesses', 'State IT Procurement Office', 'Office of the State Controller', and 'IPS - Vendor Link'. The main content area is titled 'Registered Vendor Search'. It contains a paragraph describing the tool, a 'Please Note' section with registration details, and a large dashed oval button labeled 'Search for Registered Vendors'. At the bottom of the page, there is a footer with links for 'Site Map', 'Contact Us', 'Privacy Policy', and 'Operating Schedule', followed by the copyright notice '© 2009 State of North Carolina'.

4. Under **'Vendor Search'** section, the following search criteria may be used: Vendor Name, Federal Tax ID, Last Name, eQuote Status, Email, Location, Individual Characteristics, Commodity Code, Construction Code, and HUB Category. **Enter information into only one of the search fields.**

NOTE: It is best to use the Federal Tax ID number to search for a vendor/distributor. The Federal Tax ID is unique to a vendor/distributor and can only be used once in the system.

[Return to NC E-Procurement @ Your Service](#)

Vendor Search

How do I use this tool? [Search Help Document](#)

Vendor Name Tax ID

Last Name eQuote Vendor Select eQuote Status

Email

Location Name Location City Location County

Individual Characteristics (includes ethnicity, gender, disabled status)
 Select Characteristic

Commodity Code
 Select Commodity Codes
 005 Abrasives
 010 Acoustical Tile, Insulating Materials, and Supplies
 015 Addressing, Copying, Mimeo., Duplicating Machine Supplies

Construction Code
 Select Construction Codes
 01300 Administrative Requirements (Project Management/Coordination)
 01400 Quality Requirements (Architecture/Design)
 01500 Temporary Facilities and Controls

HUB Category Select HUB Category

Search by Vendor Name, Federal Tax ID, Last Name, eQuote Status, Email, Location

Search by Individual Characteristics, Commodity Code, Construction Code, HUB Category

Vendor Name	First Name	Last Name	Phone	Email	Debarred	HUB	eQuote

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- To perform a search by Vendor/Distributor Name, locate the field labeled '**Vendor Name**' and enter Vendor/Distributor Name in the field.
NOTE: When searching by Vendor Name, what is typed in the field will be searched for exactly. For example, searching for "self" will bring all entries with "self" in it, self storage, self help, adam self, etc. However, it will not bring back myself, selfish, self-insured, etc. The difference is that the search engine brings back anything that contains the word "self" exclusively.

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Vendor Search

How do I use this tool? [Search Help Document](#)

Enter Vendor/Distributor Name

Vendor Name Tax ID Last Name eQuote Vendor Select eQuote Status

Email Location Name Location City Location County

Individual Characteristics (includes ethnicity, gender, disabled status)
 Select Characteristic

Commodity Code
 Select Commodity Codes
 005 Abrasives
 010 Acoustical Tile, Insulating Materials, and Supplies
 015 Addressing, Copying, Mimeo., Duplicating Machine Supplies

Construction Code
 Select Construction Codes
 01300 Administrative Requirements (Project Management/Coordinator)
 01400 Quality Requirements (Architecture/Design)
 01500 Temporary Facilities and Controls

HUB Category Select HUB Category

Vendor Name	First Name	Last Name	Phone	Email	Debarred	HUB	eQuote

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- Click on the **'Search'** button at the bottom of the screen to view the search results.

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Vendor Search

How do I use this tool? [Search Help Document](#)

Vendor Name: Tax ID:

Last Name: eQuote Vendor: Select eQuote Status:

Email:

Location Name: Location City: Location County:

Individual Characteristics (includes ethnicity, gender, disabled status)
Select Characteristic:

Commodity Code
Select Commodity Codes
005 Abrasives
010 Acoustical Tile, Insulating Materials, and Supplies
015 Addressing, Copying, Mimeo., Duplicating Machine Supplies

Construction Code
Select Construction Codes
01300 Administrative Requirements (Project Management/Coordinator)
01400 Quality Requirements (Architecture/Design)
01500 Temporary Facilities and Controls

HUB Category: Select HUB Category:

Vendor Name	First Name	Last Name	Phone	Email	Debarred	HUB	eQuote
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- Locate the search results at the bottom of the search page. The results display a list containing each Vendor/Distributor's Name, and the Main Contact's First Name, Last Name, Phone Number, Email Address.

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Vendor Search

How do I use this tool? [Search Help Document](#)

Vendor Name: Tax ID:

Last Name: eQuote Vendor: Select eQuote Status:

Email:

Location Name: Location City: Location County:

Individual Characteristics (includes ethnicity, gender, disabled status)
Select Characteristic:

Commodity Code
Select Commodity Codes
005 Abrasives
010 Acoustical Tile, Insulating Materials, and Supplies
015 Addressing, Copying, Mimeo., Duplicating Machine Supplies

Construction Code
Select Construction Codes
01300 Administrative Requirements (Project Management/Coordinator)
01400 Quality Requirements (Architecture/Design)
01500 Temporary Facilities and Controls

HUB Category: Select HUB Category:

Vendor Name	First Name	Last Name	Phone	Email	Debarred	HUB	eQuote
3 records found. Displaying 1-3.							
Test Vendor	Testy	Vendor	999-123-4567 ex.1234	testy@testvendor.com			✓
test vendor	Test	Vendor	704-123-4567	testvendor@cpcc.edu			
Vendor Test	Vendor	Test	704-555-1212	vendortest@yahoo.com			
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8. If the Vendor/Distributor Name does not appear under the search results table:
 - a. Click on the **'Reset'** button located next to **'Search'** button at the bottom of the screen.

[Return to NC E-Procurement @ Your Service](#)

Vendor Search

How do I use this tool? [Search Help Document](#)

Vendor Name Tax ID

Last Name eQuote Vendor Select eQuote Status

Email

Location Name Location City Location County

Individual Characteristics (includes ethnicity, gender, disabled status)
Select Characteristic

Commodity Code
Select Commodity Codes
005 Abrasives
010 Acoustical Tile, Insulating Materials, and Supplies
015 Addressing, Copying, Mimeo., Duplicating Machine Supplies

Construction Code
Select Construction Codes
01300 Administrative Requirements (Project Management/Coordinator)
01400 Quality Requirements (Architecture/Design)
01500 Temporary Facilities and Controls

HUB Category Select HUB Category

Vendor Name	First Name	Last Name	Phone	Email	Debarred	HUB	eQuote

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- b. Search by other criteria in the **'Vendor Search'** section (For example: Federal Tax ID, Last Name, eQuote Status, Email, and Location). **If the Vendor/Distributor Name does not appear in any of the search results, they are not registered with the State of North Carolina.**

[Return to NC E-Procurement @ Your Service](#)

Vendor Search

How do I use this tool? [Search Help Document](#)

Vendor Name Tax ID

Last Name eQuote Vendor Select eQuote Status

Email

Location Name Location City Location County

Individual Characteristics (includes ethnicity, gender, disabled status)
Select Characteristic

Commodity Code
Select Commodity Codes
005 Abrasives
010 Acoustical Tile, Insulating Materials, and Supplies
015 Addressing, Copying, Mimeo., Duplicating Machine Supplies

Construction Code
Select Construction Codes
01300 Administrative Requirements (Project Management/Coordinator)
01400 Quality Requirements (Architecture/Design)
01500 Temporary Facilities and Controls

HUB Category Select HUB Category

Search by Vendor Name, Federal Tax ID, Last Name, eQuote Status, Email, Location

Vendor Name	First Name	Last Name	Phone	Email	Debarred	HUB	eQuote

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9. If the Vendor/Distributor Name does appear under the search results table:
- Under the '**Vendor Name**' column, locate the Vendor/Distributor Name and select the vendor to view details.

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Vendor Search

How do I use this tool? [Search Help Document](#)

Vendor Name: Tax ID:

Last Name: eQuote Vendor: Select eQuote Status:

Email:

Location Name: Location City: Location County:

Individual Characteristics (includes ethnicity, gender, disabled status)
Select Characteristic:

Commodity Code
Select Commodity Codes
005 Abrasives
010 Acoustical Tile, Insulating Materials, and Supplies
015 Addressing, Copying, Mimeo., Duplicating Machine Supplies

Construction Code
Select Construction Codes
01300 Administrative Requirements (Project Management/Coordinator)
01400 Quality Requirements (Architecture/Design)
01500 Temporary Facilities and Controls

HUB Category: Select HUB Category:

Vendor Name	First Name	Last Name	Phone	Email	Debarred	HUB	eQuote
3 records found. Displaying 1-3.							
Test Vendor	Testy	Vendor	999-123-4567 ex.1234	testy@testvendor.com			✓
test vendor	Test	Vendor	704-123-4567	testvendor@cpcc.edu			
Vendor Test	Vendor	Test	704-555-1212	vendortest@yahoo.com			

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- Under the '**View Vendor Detail**' section, locate the '**General Vendor Information**', '**Contacts**', and '**Locations**' sections. Verify that the information listed is accurate. **The registration is complete when the NC Terms of Use have been accepted.**

[Return to NC E-Procurement @ Your Service](#)

View Vendor Detail

General Vendor Information

Vendor Status: Active
Vendor Name: Vendor Test
Dun and Bradstreet Number:
Website:
Individual and Business Characteristics: Individual
Description of Owner(s):
Business Provides: Services Only
Provides Medical Services: No

Contacts

Last Name	First Name	Title	Phone	Email
Test	Vendor		704-555-1212	vendortest@yahoo.com

Locations

Home Location Status: Active

Order From:
Orders: via EMAIL
Email: vendortest@yahoo.com
Fax:
Contact: Vendor Test
125 Manic Monday Street
Charlotte, NC 28204
Macklenburg
PCard: Not accepted

Commodity Codes

924 Educational Services

Construction Codes

Historically Underutilized Business (HUB) Category

HUB Category: None
HUB Status: None

eQuote Selections

Status: Not registered

NC Terms of Use

Accepted: 7/15/02009 by Vendor Test